Manually Creating an Application in Radius

This guide will cover:

- Creating an application in Radius.

**Step One**

To create an application, use the global search to locate the contact record of the applicant.

![Search](image)

**REMEMBER:** You can search for a contact by using one of the following fields:

- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

**TIP:** Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

Once found, click **Action** then **View** to access their contact record.

**Step Three**

Click the **Related Information** drop-down then select **Applications** to add an Applications tab.
Step Four

Click the **New Application** button.

Step Five

Complete the required information which are marked with a **red ***. Other information could be entered as necessary.

- **Contact**: Leave with defaulted contact name.
- **Application Owner**: Leave with defaulted user.
- **Iteration Name**: Search for the iteration in which the application is supported.

**TIP**: Use the Iterations Module to find more information about each iteration.

- **Application Status**: Select **Applied**.

**IMPORTANT**: In this documentation, we are assuming that the application fee has been paid. More detailed instructions for processing invoices and fees will be available in the work instruction **Logging a Payment in Radius**.

- **Application Submitted**: Be sure this checkbox is selected.
- **Application Submitted Date**: Select the date and time (24 hour format).

Step Six

Click .